



**PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

INSPECTION PROCEDURES

EFFECTIVE JANUARY 1, 2006

Revised 12/12/08; Contacts Updated 07/11/08

Inspection requests received before 2:00 p.m. will be accommodated the following day OR the Inspector will notify you by the phone number given with the request. If you do not receive notification, your inspection will be accommodated on the following day with no follow up required by you.

An inspection request may be made by:

- Fax @ 301-600-2309. A fax form is available on the Permits & Inspections website @ <http://www.co.frederick.md.us/index.asp?nid=1641>
- Inspection voice mailbox @ 301-600-1090

Please note that inspection requests scheduled through the Permit/Project Inquiry *website* will be accepted, however, we are not able to guarantee them as described above. It is suggested that requests be made by fax or voicemail only.

The following information is needed to request an inspection:

- The permit number for the type of inspection requested. For an inspection pertaining to the Building Permit, use the Building Permit number. For Electrical or Plumbing Inspections, use the Electrical or Plumbing Permit number (not the Building Permit number).
- Your name and return phone call number
- Your company name, if you are with the Builder, Electrician, or Plumber's office.
- Specific type of inspection you are requesting.

The General Contractor or property owner may make inspection requests for the Building Permit. Request for Electrical or Plumbing inspections should be made by the Electrician or Plumber, but may also be requested by the General Contractor. The Building, Electrical, and Plumbing Permits include two inspections per inspection type. After two inspections, the re-inspection fee is applied, whether the re-inspection is due to failures or partial inspections. **IMPORTANT:** If an inspection request is made and the Inspector is unable to gain entry, or the work is not ready, the re-inspection fee will be charged to the Company or contact that made the request.

Requests for AM/PM times or special requests need to be made directly with the Inspector. Please do not leave inspection requests in voice mailboxes. See page two for telephone numbers.

Inspection results (Pass/Fail) are posted at the jobsite and may be viewed on the Department website:

http://edynamicportal.com/DP1/Metroplex/FrederickCounty/login/WIZ_LOGIN.asp

Concealment

Prior to the building framing inspection, any electrical rough wire or plumbing rough-in inspection must be approved. Low-voltage inspections should be requested at the same time as the general rough wire inspection. Buildings with sprinkler systems require a Life Safety inspection prior to concealment. The last approval will be the Building Inspector and that will be your approval to insulate and drywall. Do not insulate and drywall until you have this approval. Concealment prior to approval of **ALL** applicable permits is subject to citations (minimum \$200.00) and will require removal of drywall or other wall covering.

Access to Jobsite

Access to the job site is a primary concern. It is required to have the Building Permit Placard posted, and visible from the road. It is also required to have the job site address clearly marked in a manner easily visible from the street. Reasonable travel routes on site need to be provided. Severe conditions will be undertaken at the discretion of the Inspector. It is advisable that someone familiar with the job meets the Inspector to answer any questions. We realize that this is not always possible; when it is not, and the inspection is for an occupied structure, an adult must be present to allow access for the inspector.

Thank you for your cooperation!

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DEPARTMENT OF PERMITS AND INSPECTIONS CONTACT PHONE NUMBERS

Inspection Request Numbers:		
Voicemail Inspection Request		301-600-1090
Fax Request (use request form)		301-600-2309
Building Inspectors:		
Chief – David Doyle	Cell	240-674-2396
Office: 7:30-8:30am	Office	301-600-1076
Brian Wolfe		240-674-1727
C. Wayne Summers		240-674-4012
Mike Hammond		240-674-2091
Electrical Inspectors:		
Chief – Bob Ensor	Cell	240-674-1107
Office 7:30-8:30 am	Office	301-600-2522
Richard Trapane		240-674-1132

Administration		
Manager of Permitting Services– Sharon Goetz		301-600-1082
Customer Service Supervisor– Pamela Moulton		301-600-1089
Plan Review:		
Chief – John Picco		301-600-1083
Ken Compell		301-600-3353
Debbie Baumgardner		301-600-1086
Plumbing Inspectors:		
Chief – Larry Willard	Cell	240-674-4122
Office: 7:30-8:30am	Office	301-600-1094
Steve Oden		240-674-2683
Tim Rigler		240-674-4237
Gary Klipp		240-674-2607

Related Inspections and Permits:

Life Safety/Fire Inspections - ALL NonResidential Permits (Office of Life Safety).....	301-600-3463
Residential Sprinkler Systems – ALL Dwelling Permits (Office of Life Safety)	301-600-3463
Major Grading Permits - (Environmental Compliance)	301-600-1132
Septic – New, Repair, or Connection to Existing System (Environmental Health)	301-600-1726
Well Line (Permits & Inspections Plumbing).....	301-600-1090
Driveway Apron – New – Not Incl. State Roads (Permits & Inspections Bldg Inspector)	301-600-1090
NonResidential Site Compliance (Development Review).....	301-600-1143
NonResidential or Home Occupation Food Related (Health)	301-600-3166

MISS UTILITY 800-257-7777 Call before you dig!